

## **ASSISTANT LIBRARY DIRECTOR**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work assisting in overseeing library operations; does related work as required. Work is performed under general supervision. Supervision is exercised over all library personnel in the absence of the Library Director.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting in managing the public library system; managing projects; coordinating work with Library Director; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Participates in planning of all new facilities and renovations; works directly with architects, construction site manager, etc. on the details for the interior of buildings, including furnishings, shelving, millwork and computer locations and network connections; monitors project budget expenditures.
- Redesigns office arrangements to make better use of space and make them more ergonomically comfortable.
- Orders new furnishings and coordinates their delivery and installation.
- Plans reuse of shelving/furnishings from branch to branch to make best use of library assets; disposes of surplus equipment/furnishings.
- Coordinates and supervises major upkeep projects of all library facilities.
- Writes a library records management plan based on state and local regulations; prepares a disaster management and recovery plan.
- Prepares and files applications and forms for the Universal Service Fund telecommunications reimbursements.
- Maintains files and records; prepares various reports.
- Assists in planning and implementing budgets, five-year plan and 10-year facilities and financial plans; assists with the revision of library policies and procedures.
- Assumes responsibility for library operations and supervision of staff in the absence of the Director.
- Attends Library of Trustee meetings; keeps Library Board apprised of all projects; assists with Friends of the Library projects.
- Attends meetings of Library Board, Board of Supervisors, County committees and library staff; attends conferences.
- Assists with Friends of the Library projects.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles, methods and practices of library administration and personnel management; comprehensive knowledge of library trends, services and equipment; thorough knowledge of community needs and interests in relation to library services; thorough knowledge of reader interest levels and a wide knowledge of books; comprehensive knowledge of authors, bibliographies and reference materials, cataloguing and classification plans; comprehensive knowledge of sound methods of management, supervision and training; skill in analyzing library needs, evaluating library services and developing library programs to meet the needs of patrons; ability to communicate effectively both orally and in writing; ability to develop budget estimates and prepare statistical reports and summaries; ability to establish and maintain effective working relationships with the Library Board, Board of Supervisors, community leaders, professional groups, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an ALA accredited college or university; a Master's degree in library science is preferred and extensive increasingly responsible experience in a public library.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.